

**DEPARTMENT OF GENERAL SERVICES**  
Records Management Division

**SCHEDULE**  
NO. C-470

**PAGE**  
NO. 1

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

ANNE ARUNDEL COUNTY

PERSONNEL DEPARTMENT

AGENCY

DIVISION

Item No.	Description				
1	<p><u>PERSONNEL FILE</u></p> <p>Size: Legal size folders            Dates: 1965--            Annual Accumulation: @ 7 cu. ft.            Arrangement: By year of termination. then alphabetically</p> <p>The Personnel folders contain all or some of the original records of employment:</p> <table border="0"> <tr> <td align="center"><u>A</u></td> <td align="center"><u>B</u></td> </tr> <tr> <td>           Employment Applications            Application Amendments            Retirement Records            Report of Separation            Statement of Military Service         </td> <td>           Recommendations            Oral Interview Sheets            Confidential Inquiries            Appointment Checklists            Baptismal or Birth Certificates            Examination Answer Sheets            Authorization to Release Information            Educational Transcripts            Medical Examination Reports            Application Disposition Report            Minutes Resolutions &amp; Transcripts of                County Council Personnel Board         </td> </tr> </table> <p>RECOMMENDATION: RETAIN IN ORIGINAL FORM FIVE YEARS; THEN REMOVE ITEMS IN COLUMN B AND DESTROY, PLACING RECORDS IN COLUMN A ON MICROFILM (SECURITY AND OPERATIONAL COPIES). DESTROY PAPER RECORD AFTER FILMING.</p>	<u>A</u>	<u>B</u>	Employment Applications Application Amendments Retirement Records Report of Separation Statement of Military Service	Recommendations Oral Interview Sheets Confidential Inquiries Appointment Checklists Baptismal or Birth Certificates Examination Answer Sheets Authorization to Release Information Educational Transcripts Medical Examination Reports Application Disposition Report Minutes Resolutions & Transcripts of County Council Personnel Board
<u>A</u>	<u>B</u>				
Employment Applications Application Amendments Retirement Records Report of Separation Statement of Military Service	Recommendations Oral Interview Sheets Confidential Inquiries Appointment Checklists Baptismal or Birth Certificates Examination Answer Sheets Authorization to Release Information Educational Transcripts Medical Examination Reports Application Disposition Report Minutes Resolutions & Transcripts of County Council Personnel Board				
2	<p><u>PAYROLL PENSION DEDUCTIONS</u></p> <p>Size: 15" x 12" continuous folding forms (print-out)            Dates: 1976            Arrangement: Alphabetical</p> <p>Computer listing of employee payroll deductions; printout is also retained by Finance Department. RECOMMENDATION: DESTROY AS NONRECORD.</p>				

Schedule approved by Department, Agency or Division Representative

*Robert M. Baldwin*  
Signature

*Personnel Analyst*  
Title

*May 23, 1978*  
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

## RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY

PERSONNEL DEPARTMENT

AGENCY

DIVISION

Item No.	Description
3	<p><u>YARGER &amp; ASSOCIATES, INC. SURVEY</u></p> <p>Size: 8 1/2" x 11", 1" thick Date: 1965 Quantity: 1 cu. ft.</p> <p>The Yarger survey is the original salary and classification survey prepared for the change from County Commissioner to the current charter form of government. The survey has considerable reference value.</p> <p>RECOMMENDATION: RETAIN AS PERMANENT RECORD OR UNTIL A SECURITY COPY AND AN OPERATIONAL COPY CAN BE MADE ON MICROFILM.</p>
4	<p><u>JACOBS ASSOCIATES, INC. SURVEY</u></p> <p>Size: 8 1/2" x 11", 90 pages, Green Bound Volume Date: 1968 Quantity: .5 cu. ft.</p> <p>The Jacobs survey is the original salary and classification survey for the Police and Fire Departments. It contains a report with recommendations on the salary survey and a review of the comprehensive plan and has considerable reference value.</p> <p>RECOMMENDATION: RETAIN AS PERMANENT RECORD OR UNTIL A SECURITY COPY AND AN OPERATIONAL COPY CAN BE MADE ON MICROFILM.</p>
5	<p><u>CLASSIFICATION SURVEY</u></p> <p>Size: 8 1/2" x 11" Dates: 1971, 1975 Quantity: 2 cu. ft.</p> <p>The County Code specifies that a classification survey must be prepared every four years. This survey has considerable reference value until replaced by a new survey.</p>

Schedule approved by Department, Agency or Division Representative

*Robert M. Baldwin*  
Signature

*Quinnell Bryant*  
Title

*April 27, 1975*  
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE  
NO. C-470

PAGE  
NO. 3

Item No.	Description	Retention
5	(continued)  RECOMMENDATION: RETAIN FOR EIGHT YEARS THEN DESTROY.	
6	<u>PERSONNEL ACTION AUTHORIZATION</u>  Size: 8 1/2" x 11" Dates: 1970-- Quantity: 6 cu. ft. Accumulation: 1 cu. ft./year  Authorization sheets record the addition or deletion of part-time and special program employees from the payroll. Has considerable reference value.  RECOMMENDATION: RETAIN PERMANENTLY OR UNTIL PLACED ON MICROFILM.	